Standard Operating Procedure

Emergency Lighting

Planned Preventative Maintenance

EM&I C015

25th March 2014
## Emergency Lighting Planned Preventative Maintenance

### Version Control

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1.0 Introduction

Emergency Lighting Systems are required to provide the lighting performance needed for safe movement of people in the event of the supply to normal lighting failing. The University recognises its statutory obligations under the Health & Safety at Work Act 1974, The Regulatory Reform (Fire Safety) Order 2005 and BS 5266 The Code of Practice for Emergency Lighting, to provide emergency lighting systems that are maintained in an efficient state, in correct working order and in good repair, to provide a safe environment for its Students, Staff and Visitors.

It aims to do this by having Planned Preventative Maintenance (PPM) procedures in place which comply with the family of standards under BS 5266 and associated advisory and best practice guides.

This document outlines the procedures that the University expects of its maintenance staff and of any Contractors appointed by the University, in respect of Emergency Lighting.

2.0 Purpose

It is essential that building users have confidence in the operation of the Emergency Lighting Installations at UCL. The purpose of this document is to detail the standards that UCL Engineering, Maintenance and Infrastructure (EM&I) require of its staff and Contractors to show compliance with statutory requirements and recognised best practices across the entire UCL UK Estate to ensure that such confidence can exist.

This document supports the provision of world class facilities and aims to ensure that UCL is seen as a ‘Centre for Excellence’ in respect of Emergency Lighting PPM.

The University has a responsibility to ensure that any PPM regime is robust, resilient and fit for purpose. Therefore, it would not be appropriate to simply state the British Standard (s) to which the Maintainer must adhere, and to expect compliance to be achieved without further guidance. This document is the instrument for that guidance.

The requirements within this document shall be used when procuring contractors to perform PPM functions and shall be used as Key Performance Indicators to hold both Maintenance staff and Contractors accountable. The document will assist the maintainers to ensure that adequate resource is provided to meet the UCL PPM regime. Excellence in Customer Service is an expectation from all UCL Maintainers.

3.0 Scope

The University has a duty of care to all Students, Staff and Visitors across its entire Estate and as such the Emergency Lighting Procedures shall be applicable to all UCL UK buildings as listed on the UCL Building Register.
The only exception to this is with regards to leasehold buildings where UCL does not hold the maintenance or repair obligations. In such areas, UCL Responsible Person – Emergency Lighting Operation shall ensure that the Landlord is carrying out such tasks to the same level of conformity and diligence.

This document should be read in conjunction with the UCL Emergency Lighting Standard.

4.0 Responsibility

General roles and responsibilities for management of health and safety within UCL and general responsibilities for emergency lighting are detailed in the UCL Emergency Lighting standard.

This document shows specific responsibilities for staff within the UCL Estates department.

It is the responsibility of UCL Estates to ensure that Statutory Compliance and Emergency Lighting Planned Preventative Maintenance are carried out over the entire UCL UK Estate.

UCL Estates EM&I shall set the Procedures, PPM requirements and create the Emergency Lighting PPM Task Lists for action by maintenance staff and Contractors.

This document contains those requirements.
4.1 Principal Roles and Responsibilities

Denotes a Requirement for the Role Holder to be technically competent with respect to Emergency Lighting

- Statutory Responsibility
- Information
- Line Management
- Technical Management

The Responsible Person has responsibility for the provision & operation of appropriate emergency escape lighting in UCL UK Buildings
It is not the purpose of this document to repeat any instructions, guidance or responsibilities contained within in other UCL Documents. Therefore, reference shall be made to such documents where appropriate.

4.2 Head of Engineering, Maintenance and Infrastructure

Line Manager for Deputy Head of Engineering

4.3 Deputy Head of Engineering: Duty Holder – Emergency Lighting Governance

The Duty Holder – Emergency Lighting Governance is a Duty Holder to the ‘Responsible Person’ – Under The Regulatory Reform (Fire Safety) Order 2005 and has the responsibility for:

- Setting the UCL Standards and Procedures for the design, installation, commissioning, handover, verification and maintenance and testing of Emergency Lighting Systems.
- Appoint ‘Responsible Persons – Emergency Lighting’ and ensure that they are aware of their roles and responsibilities, and competent to carry them out.
- Ensuring that the Responsible Persons – Emergency Lighting carry out their allocated duties, and agree procedures for delegation and to cover periods of absence and leave.
- Chair six-monthly meetings with the University Fire Officer (or nominated Deputy / Assistant) to review Fire Risk Assessment and other related matters in respect to Emergency Lighting.

4.4 Responsible Person – Emergency Lighting Operation

The ‘Responsible Person – Emergency Lighting Operation’ is a Duty Holder to the;

Duty Holder: Emergency Lighting Governance and the

All ‘Responsible Persons – Emergency Lighting’ may delegate their duties to Competent Persons however they remain responsible for the completion of these duties and ensuring the competency of those delegated to. They have responsibilities for:

- The provision and operation of the of appropriate emergency escape lighting in UCL UK Buildings and ensuring that the UCL Landlords and Third Parties provide and operate emergency escape lighting to the same level of conformity and diligence.
- Adherence to the UCL standards and procedures for the design, installation, maintenance, commission, handover, verification and testing of Emergency Lighting Systems as instructed by the Duty Holder - Emergency Lighting Governance.

- Demonstrating that the Emergency Lighting is appropriate for the area it serves.

- Ensuring that Competent Persons (Staff, Consultants and / or Contractors) are appointed or employed to design, install, commission, handover, maintain, verify and / or test Emergency Lighting Systems.

- Ensuring that only UCL Approved Contractors are permitted to work on UCL Emergency Lighting Systems, and only those who have received specific training with regards to the UCL Automatic Testing Systems.

- Ensure that all staff and contractors carrying out Emergency Lighting PPM and Testing, are familiar with all relevant documents (See ‘References’ below), and specifically the ‘BSI Guide to Emergency Lighting BIP 2081 : 2012’. It is an expectation that PPM staff will have an understanding of Emergency Lighting design.

- Ensure that any Contractor has completed the necessary UCL Safety Questionnaires and that their responses have been assessed. http://www.ucl.ac.uk/estates/procedures/new-project-management/forms/

- Ensure that all staff and contractors comply with the UCL Safety Policy Safety Rules for Contractors employed on UCL Premises’, and sign the document accordingly.

- Ensure that UCL Estates Computerised Maintenance Management System (CMMS) PPM Work Order Tickets are issued to the UCL Maintenance Staff or Contractors (Competent Persons) are then signed and returned to E,M&I (CMMS) upon satisfactory completion.

- Authorising a ‘Permit to Work’ where modification is required to an existing UCL Emergency Lighting system, in conjunction with Responsible Person Emergency Lighting – Change.

- Ensure that Access Permits and Permits to Work are provided to Staff / Contractors where required.

- Ensuring that prior to any works being carried out on an Automatic Testing Panel or Emergency Lighting Systems, that the Maintainer and Building Manager are advised of the reasons and dates that the systems will be worked upon.
- Ensure that Risk Assessments & Method Statements are created where required and where appropriate. All works within HV areas will require additional prior approval of an ‘Authorised Person (High Voltage Electrical)’

- Authorise remedial works to Emergency Lighting systems as required.

- Ensure that any instructions and / or ‘Child’ Work Order Tickets to carry out remedial works must be recorded upon the original Work Order Ticket, are then signed and returned to E,M&I (CMMS) upon satisfactory completion.

- Ensure that the Responsible Person – Emergency Lighting Change is consulted with and advised of all proposed changes, additions to, or replacements of Emergency Lighting Systems.

- Ensure that where remedial work or replacement is required to any part of an emergency lighting system that steps are taken to ensure safety until the system is rectified and the building managers / occupiers consulted.

- Updating ‘Emergency Lighting Risk Register’.

- Updating the ‘Emergency Lighting Asset Register’.

- Ensure that all records are kept as instructed by the Duty Holder - Emergency Lighting Governance (See ‘Records’ section below).

- Ensure that all testing procedures are carried out at appropriate times, in accordance with BS 5266 and BS EN 62034 : 2012.

- Ensure that Daily visual checks are carried out on ‘Maintained’ Emergency Luminaires. (see ‘Daily Tasks’ section below).

- Ensure that periods of leave and absence are covered with respect to their Responsible Person duties.

- Ensure that a stock of free standing, portable, photocell operated and fully charged emergency luminaires, are kept available for emergency deployment.

- Chair review and progress meetings with Competent Persons – Emergency Lighting. (Weekly meetings may be required where the Competent Person (s) tests multiple buildings or sites on behalf of the Responsible Person).

- Attend monthly compliance review / progress meetings with Responsible Persons Change and Review, and the University Fire Officer.
• Attend six-monthly meetings with the University Fire Officer (or nominated Deputy / Assistant) to review Fire Risk Assessment and other related matters in respect to Emergency Lighting.

• Carry out sample reviews of the Task Lists completed by the Competent Persons for accuracy and satisfactory completion.

The Responsible Person – Emergency Lighting Operation, shall be aware of, and fully comply with, the requirements of all relevant legislation, best practices and HSE guidance notes. Refer to the ‘References’ Section of this document.

4.5 Responsible Person – Emergency Lighting Review

The ‘Responsible Person – Emergency Lighting Review’ is a Duty Holder to the;

• Duty Holder Emergency Lighting Governance, and the
• Responsible Person Under The Regulatory Reform (Fire Safety) Order 2005.

All ‘Responsible Persons – Emergency Lighting’ may delegate their duties to Competent Persons however they remain responsible for the completion of these duties and ensuring the competency of those delegated to. The ‘Responsible Person - Emergency Lighting Review’ shall;

• Adhere to the UCL Standards and procedures for the design, installation, maintenance, commission, handover, verification and testing of Emergency Lighting Systems, as instructed by the Duty Holder - Emergency Lighting Governance.

• Check that Competent Persons (Staff, Consultants and/or Contractors) are appointed or employed to design, install, commission, handover, maintain, verify or test Emergency Lighting Systems as per the instructions of the Duty Holder - Emergency Lighting Governance.

• Check that only UCL Approved Contractors are permitted to work on UCL Emergency Lighting Systems, and only those who have received specific training with regards to the UCL Automatic Testing Systems.

• Check that Contractors have completed the necessary UCL Safety Questionnaires and that their responses have been assessed. http://www.ucl.ac.uk/estates/procedures/new-project-management/forms/

• Check that all staff and contractors comply with the UCL Safety Policy ‘Safety Rules for Contractors employed on UCL Premises’, and sign the document accordingly.
Check that UCL Estates Computerised Maintenance Management System (CMMS) PPM Work Order Tickets are issued to the UCL Maintenance Staff or Contractors (Competent Persons) are then signed and returned to EM&I (CMMS) upon satisfactory completion.

Check that all records are kept as instructed by the Duty Holder - Emergency Lighting Governance (See ‘Records’ section below).

Review the ‘Emergency Lighting Risk Register’.

Review the ‘Emergency Lighting Asset Register’.

Conduct an Annual Review of the British Standards, Best Practice Guides, UCL Policies and UCL Design Briefs listed in References section of this document to ensure that any amendments or revisions are incorporated and disseminated.

Conduct an Annual Review of the Emergency Lighting Standard Procedures and PPM Task Lists to ensure that they remain relevant.

Conduct internal quality audits of Emergency Lighting PPM implementation and progress.

Conduct internal quality audits of Emergency Lighting PPM implementation and progress, and carry out sample reviews of the Task Lists completed by the Competent Persons for accuracy and satisfactory completion.

Chair Monthly compliance review / progress meetings with Responsible Person – Emergency Lighting Operations and Change.

The Responsible Person – Emergency Lighting Review, shall be aware of, and fully comply with, the requirements of all relevant legislation, best practices and HSE guidance notes. Refer to the ‘References’ Section of this document.

4.6 Responsible Person – Emergency Lighting Change

The ‘Responsible Person – Emergency Lighting Change’ is a Duty Holder to the;

Duty Holder - Emergency Lighting Governance and the
Responsible Person - Under the Regulatory Reform (Fire Safety) Order 2005.

All ‘Responsible Persons – Emergency Lighting’ may delegate their duties to Competent Persons however they remain responsible for the completion of these duties and ensuring the competency of those delegated to. The ‘Responsible Person - Emergency Lighting Change’ shall;

Adhere to the UCL Standards and procedures for the design, installation, commissioning, handover, maintenance, verification and testing of Emergency
Lighting Systems, as instructed by the Duty Holder - Emergency Lighting Governance.

- Ensure that competent staff, consultants, designers and contractors are appointed or employed to design, install, commission, handover, maintain, verify or test Emergency Lighting Systems, as per the instructions of the Duty Holder - Emergency Lighting Governance.

- Ensure that consultation is carried out between the designer, the user of the building, the lighting engineer, the installation contractor, the enforcing authorities (e.g. the building control), UCL Fire Officer and any other interested parties at an early stage within any project, or as they become appointed.

- Ensure that the Duty Holder - Emergency Lighting Governance is consulted with and advised of all proposed changes, additions to, or replacements of Emergency Lighting Systems.

- Approving all proposed changes, additions to, or replacements of emergency lighting systems.

- Ensure that the ‘Design – Declaration of Conformity’ section of the ‘Emergency Lighting Completion Certificate is completed.

- On behalf of the Duty Holder - Emergency Lighting Governance, Authorising a ‘Permit to Work’ where modification is required to an existing UCL Emergency Lighting system.

- Ensuring that prior to any works being carried out on an existing Automatic Testing Panel or Emergency Lighting Systems, that the Responsible Person – Emergency Lighting Operation, Building Manager and Maintainer are advised of the reasons and dates that the systems will be worked upon.

- Ensure that prior to any modifications being carried out to an automatic testing panel, a download and back-up of the panel software / config.file is made and provided to UCL.

- Ensure that upon completion of any modification to an automatic testing panel, a download of the revised panel software / config.file is provided to UCL.

- Ensure that all Installations of Automatic Testing Systems and Central Battery Systems are fault free and commissioned correctly, with all ISD links intact and operating correctly, prior to Handover or Transition to the Responsible Person – Emergency Lighting Operation, and any relevant Building Manager.

- Conduct snagging visits to all Emergency Lighting Installation works.
- Updating ‘Emergency Lighting Risk Register’.
- Updating the ‘Emergency Lighting Asset Register’.
- Ensure that all Operating and Maintenance manuals and commissioning data is correct prior to Handover or Transition to the Responsible Person – Emergency Lighting Operations, and any relevant Building Manager.
- Ensure that records of all designs, installations and modifications to Emergency Lighting Systems are added to Emergency Lighting Log Books and records are kept as instructed by the Duty Holder - Emergency Lighting Governance, and to ensure that the UCL Fire Risk Assessment Drawings are updated accordingly. (See ‘Records’ section below).
- Ensure that all amendments to record drawings made by Competent Persons are transcribed onto electronic records of the Fire Risk Assessment drawings.
- Regularly review the British Standards and Best Practice Guides listed in this document to ensure that any amendments are incorporated and disseminated to the Responsible Person – Emergency Lighting and all Competent Persons.
- Attend monthly compliance review / progress meetings with Responsible Persons – Emergency Lighting Operation and Review.
- Chair progress / review meetings with Competent Persons, as required.

The Responsible Person – Emergency Lighting Change shall be aware of, and fully comply with, the requirements of all relevant legislation, best practices and HSE guidance notes. Refer to the ‘References’ Section of this document.

4.7 Competent Persons

The Competent Person shall carry out the design, installation, handover, commissioning, certification, handover, maintenance, verification and or testing of the Emergency Lighting Systems on behalf of the Responsible Person – Emergency Lighting Operation and / or Change, and the local Building Manager.

The Competent Person is a member of directly employed UCL staff or a Consultant / Contractor’s employee who is employed to carry out these tasks. The Person must have the necessary knowledge, training, experience and abilities to carry out the tasks.

The Competent Persons must be familiar with, and able to design to, the latest issues of the relevant standards. This is to enable the Competent Person to give advice on how to provide systems compliant with the requirements of the relevant codes of practice for emergency lighting, and to identify any short comings with regards to existing Emergency Lighting Systems.
The Competent Person shall;

- Undertake this role only if they have the necessary knowledge, training, experience and abilities to carry out the tasks.

- Have an understanding of the British Standards and other documents as listed in this document, and specifically the ‘BSI Guide to Emergency Lighting BIP 2081 : 2012’. It is an expectation that PPM staff will have an understanding of Emergency Lighting design (Refer to the ‘References’ Section of this document.

- Adhere to the UCL Standards and procedures for the design, installation, maintenance, commission, handover, verification and testing of Emergency Lighting Systems, as instructed by the Responsible Person – Emergency Lighting.

- Comply with the UCL Safety Policy ‘Safety Rules for Contractors employed on UCL Premises’, and sign the document accordingly. Only UCL Approved contractors are permitted to work on UCL Emergency Lighting Systems, and who have received specific training with regards to the specific UCL Automatic Testing Systems (See ‘Training’ section below).

- Receive and comply with the tasks and instructions contained on the CMMS PPM Work Order Tickets and upon completion sign and return them to E,M&I (CMMS).

- Be in possession of Access Permits and Permits to Work (where required).

- Be in possession of Risk Assessments & Method Statements, where required and where appropriate. All works within HV areas will require additional prior approval of an ‘Authorised Person (High Voltage Electrical)’.

- Ensure that any instructions and / or ‘Child’ Work Order Tickets to carry out remedial works are recorded upon the original Work Order Ticket, are then signed and returned to EM&I (CMMS) upon satisfactory completion.

- Ensure that the Responsible Person – Emergency Lighting Change is consulted with and advised of all proposed changes, additions to, or replacements of Emergency Lighting Systems.

- Ensure that where remedial work or replacement is required to any part of an emergency lighting system that steps are taken to ensure safety until the system is rectified and the building managers / occupiers consulted.

- Ensure that all records are kept as instructed by the Responsible Person – Emergency Lighting (See ‘Records’ section below).
• Ensure that the ‘Emergency Lighting Periodic Inspection and Test Certificate’ and ‘Emergency Lighting Fault Action Record’ is completed after every PPM visit (See ‘Records’ section below).

• Ensure that record drawings are updated to reflect any positional changes or additions / omissions, and that the Person – Emergency Lighting Change is aware of these changes to ensure that the Electronic Drawings are also updated accordingly (See ‘Records’ section below).

• Ensure that all testing procedures are carried out at appropriate times, in accordance with BS 5266 and BS EN 62034 : 2012.

• Ensure that the Automatic Testing Systems records are printed to PDF and saved on at UCL backed up Server (See ‘Records’ section below).

• Ensure that a stock of free standing, portable, photocell operated and fully charged emergency luminaires, are kept available for emergency deployment.

• Attend compliance review / progress meetings with Responsible Person – Emergency Lighting (Weekly meetings may be required where the Competent Person tests multiple buildings or sites on behalf of the Responsible Person).

5.0 Procedure

5.1 Planned Preventative Maintenance Procedures
All staff carrying out Emergency Lighting PPM and Testing, must be familiar with above documents, and specifically the ‘BSI Guide to Emergency Lighting BIP 2081 : 2012’. It is an expectation that PPM staff will have an understanding of Emergency Lighting design.

All staff shall comply with the UCL Safety Policy ‘Safety Rules for Contractors employed on UCL Premises’, and sign the document accordingly.

All staff shall comply with the UCL Asbestos Management Plan.

All staff shall be familiar with the UCL Emergency Lighting Standard Procedures Document.

Access Permits, Risk Assessments and Method Statements will be required where appropriate. All works within HV areas will require prior approval of an ‘Authorised Person (High Voltage Electrical)’.

All Tasks must be carried out in accordance with a UCL Estates CMMS generated Work Order Ticket, which must be completed, signed and returned to UCL E,M&I upon completion. All Work Order tickets must be accompanied by the Emergency
Lighting Test Asset Sheet. Asset sheets must be updated / amended / created where appropriate.

Any ‘Child’ Work Order Tickets, or instructions to carry out remedial works from Student Residences Hall Managers, must be recorded upon the original Work Order Ticket, and then must be completed, signed and returned to UCL E,M&I upon completion.

The relevant Building Log Book must be updated and copies of all Work Order Tickets and completed Emergency Lighting Test Asset Sheets shall be filed within the Logbook by the Maintainer (UCL Maintenance Staff or Contractor).

Where a Central Battery or Static Inverter System incorporates an Automatic test facility, then the PPM Contractor and UCL Maintenance Staff / PPM Manager is to be fully aware of BS EN 62034 : 2012, especially sections 5, 6 and 7, which should be incorporated in his PPM regime for these areas.

Where remedial work or replacement is required to any part of the emergency lighting system as a result of this PPM regime, then steps must be taken to ensure safety until the system is rectified and the building managers / occupiers consulted.

An example of these steps could be; provide temporary free standing emergency lighting or Fire Evacuation Marshalls to be provided with working torches to shepherd occupants out in the event of a power failure.

The PPM Contractor and UCL Maintenance Staff / PPM Manager shall carry a stock of free standing, portable, photocell operated and fully charged emergency luminaires, for emergency deployment.

5.2 Task Lists The Task Lists detail the necessary minimum standards of Emergency Lighting PPM required by UCL at the appropriate statutory intervals for the various types of Emergency Lighting Systems installed throughout the UCL Estate.

The Task Lists shall be incorporated into the UCL CMMS System and issued to the Maintainer at the appropriate intervals.

The types of Emergency Lighting System installed at the UCL Estate are;

- Stand Alone Installation, with self-contained batteries
- Automatic Test System, with self-contained batteries
- Central Battery or Static Inverter systems
- Central Battery or Static Inverter system, with partial Auto Test
It is often the case that a mixture of systems exists within UCL buildings.

All types of Emergency Lighting Systems will require a physical intervention with regards to Emergency Lighting PPM, to a lesser or greater degree.

**Stand Alone Installations** will require the highest amount of human intervention.

**Central Battery or Static Inverter Systems, with or without Partial Auto Test** will require less human intervention than Stand Alone Installations, but generally more than complete Automatic Testing Installations. These systems are not preferred by UCL.

**Automatic Testing Systems** are the most cost effective and reliable method of providing Emergency Lighting PPM. They provide emergency lighting monitoring and reporting functions and are able to test, without human intervention that emergency lighting batteries and luminaires are operating and are tested at the required internals and report on their status.

However, whilst they significantly reduce the human involvement, they do not remove it completely. They essentially provide information that enables UCL to manage risks within its premises.

The relevant Task List details the procedures that shall be implemented in addition to the information provided by the Automatic Testing Systems.

An added benefit of the Automatic Testing systems is that the interrogation of the results may be conducted by non-technical staff.

BS 62304 (2012) States “A visual check of system components and indicators should be included in the routine of safety staff. This check should be made regularly to ensure that the emergency luminaire is present and intact, with lamps and indicators working and visible i.e. not obscured, covered or painted.

Automatic Testing Systems are the preferred method of Installation at UCL and their provision is actively encouraged by BS 5266.

**The Task Lists** are as follows;

**Stand Alone Installations:**
- Daily
- Monthly
- Annually

**Automatic Testing Systems:**
- Weekly
- Monthly
- Annually
Central Battery and Static Inverter Systems:
- Daily
- Monthly
- Annually

The Task Lists are located within the Appendix of this Document.

5.3 Changes to Existing Emergency Lighting Systems A Permit to Work system shall be employed to control all works intended to be carried out on any existing UCL Emergency Lighting System, and to ensure that Maintainers and Building Managers are made aware of any proposed works on the systems under their control. This will be issued by The Responsible Person – Emergency Lighting Change.

This system is to ensure that any alterations to existing installations are correctly carried out and to ensure that the correct alterations are carried out to any existing Automatic Testing System software, including addressing, re-addressing serial number updates, configuration file updates, etc.

This system shall also ensure that existing Fire Risk Assessment drawings and the Emergency Lighting Asset Lists are updated both electronically and within the appropriate Log Book (See ‘Records’ above).

5.4 Records Comprehensive records shall be kept and maintained with regards to UCL Emergency Lighting Systems.

5.4.1 Computerised Maintenance Management System PPM Task Lists will be generated via the UCL Estates Computer Aided Facilities Management Software (currently, FAMIS) and the relevant Ticket will be closed upon successful completion.

5.4.2 Emergency Lighting Log Books Each Building shall have an Emergency Lighting Log Book which shall be kept on the premises.

This is required to achieve compliance with BS 5266.

The Emergency Lighting Log Book shall contain the following information;

- Emergency Lighting Completion Certificate.
  (Issued upon completion of an Emergency Lighting Installation)

  OR

- Small New Installations and Verification of Existing Installations Certificate.
• Emergency Lighting Periodic Inspection and Test Certificate (to be completed after every PPM visit). It is essential that this certificate is completed and signed to prove UCL compliance to the British Standard – See Appendix.

• Emergency Lighting Fault Action Record (to be completed after every PPM visit – See Appendix).

• Emergency Lighting Asset List (to be completed / amended / after every PPM visit – See Appendix).

• A drawing accurately detailing the emergency lighting installation, the locations of the luminaires and all significant component parts i.e. Luminaire types, Panels, Central Batteries, etc. This drawing shall typically be the Fire Risk Assessment drawing, controlled by the UCL Fire Officer. (to be updated by the Maintainer in the event of any alternations to the Installations. The competent person shall sign the drawings to verify that the design and any amendments meets the standards. The Responsible Person – Change shall ensure that any modifications are made electronically to the Fire Risk Assessment drawings).

• A copy of the completed Work Order Tickets, Child Work Order Tickets, Hall Manager Instructions, Maintainers own record of remedial works completed.
  (Where multiple buildings are listed on a single Work Order Ticket, copies must be placed in each building’s Log Book).

• A copy of the most recent Pass & Fail Results list.
  (Where an Automatic Test System is installed)
  (PDF Copies to be created and saved electronically)

It shall be the responsibility of the Maintainer to provide and maintain a log book for each building.

The Maintainer shall ensure that the log books are completed in a neat and legible manner.

All visits and works by the Maintainer shall be recorded in the log books.

5.4.3 Automatic Testing Systems. The internal memory of Automatic Testing Systems may not be adequate for the storage of multiple results from its testing regime.

Therefore the monthly and annual reports shall be printed to PDF format and saved on a UCL Backed-Up Server.
5.5 Training All persons who are required to be technically competent with respect to Emergency Lighting (see ‘Principal Roles and Responsibilities’ section) shall have the necessary knowledge, training, experience and abilities to carry out their duties.

It is an expectation that UCL Maintenance Staff and Contractors will have an understanding of Emergency Lighting design.

It shall be the responsibility of UCL Maintenance Staff and Contractors to identify any training needs that are required to effectively carry out their obligations with respect to Emergency Lighting. They shall be responsible for identifying their own Continual Personal Development needs in respect of Emergency Lighting and to keep abreast of training and changes in British Standards and Good practice.

Contractors shall ensure that all of their staff employed at UCL in any Emergency Lighting PPM role shall undertake this role only if they have the necessary knowledge, training, experience and abilities to carry out the tasks. All staff shall have an understanding of the British Standards and other documents as listed in this document, and specifically the ‘BSI Guide to Emergency Lighting BIP 2081 : 2012’.

Contractors shall only be employed at UCL who received specific training from the Automatic Testing Systems manufacturers, as installed at UCL, and who have been certified by them to do so. This requirement applies to all employees of the Contractor who may be required to work on a UCL Emergency Lighting Installation.

Training records should be provided by Consultants, Contractors and UCL Maintenance Staff as evidence of competence.

A record of appropriate training of staff must be documented and retained for 5 years.

5.6 Monitoring and Review The Standard Procedures are to be annually reviewed to ensure that they remain up to date.

Refer to ‘Responsible Person – Emergency Lighting’ section.

6.0 Definitions

BSI British Standards Institute
CMMS Computerised Maintenance Management System
E, M & I UCL Estates, Engineering Maintenance and Infrastructure Department
FAMIS The brand name of the current UCL Estates Computerised Maintenance Management System (CMMS)
HV High Voltage
PPM Planned Preventive Maintenance
UCL University College London
7.0 Glossary

**Automatic Testing System** Is a system which can conduct the routine testing requirements of Self-Contained Emergency Lighting luminaires and indicate the test results.

For the purposes of this document, the term ‘Automatic Testing Systems’ is interchangeable with the following terms;

- Auto Test Systems
- Automatic Testing Devices
- Addressable Emergency Lighting System.

**Emergency Lighting Systems** Are systems required to provide the lighting performance needed for safe movement of people in the event of the failure of supply to normal lighting.

**Emergency Escape Lighting** Is that part of emergency lighting that provides illumination for the safety of people leaving a location or attempting to terminate a potentially dangerous process before doing so.

For the purposes of this document, the term ‘Emergency Lighting’ includes the following terms:

- Emergency Lighting
- Emergency Escape Lighting
- Emergency Escape Route Lighting
- Anti-Panic Lighting
- Emergency Lighting for High Risk Task Area Lighting

**FAMIS** The brand name of the current UCL Estates Computerised Maintenance Management System (CMMS)

**Self-Contained Emergency Lighting Luminaire** An emergency luminaire that is self-contained with batteries.

**Maintainer** The Maintainer is any person or persons carrying out maintenance function. i.e. UCL Maintenance Staff or Contractors.

**Task Lists** The Task Lists detail the necessary minimum standards of Emergency Lighting PPM required by UCL.

8.0 References

Compliance with all relevant legislation, best practice and HSE guidance notes shall be expected at all times. The lists below should not be deemed to be exhaustive.
The following documents are specifically applicable to the emergency lighting PPM Procedures.

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In addition to the Statutory Instruments, The Responsible Person – Emergency Lighting, Responsible Persons – Emergency Lighting and all Competent Persons shall be aware of, and fully comply with, the requirements of the following documents, in relation to Emergency Lighting:

<table>
<thead>
<tr>
<th>Statutory Instrument</th>
<th>2005</th>
<th>The Regulatory Reform (Fire Safety) Order 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>BS 9999</td>
<td>2008</td>
<td>Code of practice for fire safety in the design, management &amp; use of buildings</td>
</tr>
<tr>
<td>BS 5266 – 1</td>
<td>2011</td>
<td>Code of practice for the emergency escape lighting of premises</td>
</tr>
<tr>
<td>BS 5266 – 8 / BS EN 50172</td>
<td>2004</td>
<td>Emergency escape lighting systems (amended 2006)</td>
</tr>
<tr>
<td>BS EN 62034</td>
<td>2012</td>
<td>Automatic test systems for battery powered emergency escape lighting.</td>
</tr>
<tr>
<td>BSI BIP 2081</td>
<td>2012</td>
<td>Guide to Emergency Lighting</td>
</tr>
<tr>
<td>SLL LG12</td>
<td>2006</td>
<td>Emergency Lighting Design Guide</td>
</tr>
</tbody>
</table>

In addition to the Statutory Instruments, The Responsible Person – Emergency Lighting, Responsible Persons – Emergency Lighting and all Competent Persons shall be aware of, and fully comply with, the requirements of the following documents, in relation to Emergency Lighting;
### 9.0 Reason For Change

**Version 2.0** There is a need to standardise procedures for the Emergency Lighting PPM across the UCL UK estate to ensure consistency and compliance with legislation, and to replace often informal and ad-hoc PPM procedures. Therefore, the responsibility for emergency lighting has now been adopted by UCL Engineering, Maintenance and Infrastructure across the UCL UK Estate including Residences and Satellite Sites.

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| BS 5266 - 1 | 2011 | Code of practice for emergency escape lighting of premises |
| BS 5266 - 8 | 2004 | Emergency escape lighting systems (amended 2006) |
| BS EN 62034 | 2012 | Automatic test systems for battery powered emergency escape lighting |
| BSI BIP 2081 | 2012 | Guide to Emergency Lighting |
| SLL LG12 | 2006 | Emergency Lighting Design Guide |

Introduction This procedure only covers ‘Maintained’ Emergency Lights.

A Maintained Emergency Light is one which stays illuminated permanently. A ‘Non-Maintained’ Emergency Light is one which only illuminates in the event of a power failure.

UCL Policy is that Non-Maintained Light Fittings should be considered for most locations (UCL TN 020), however there will be a Statutory Requirement for Maintained Emergency Lights in some areas (typically Sleeping Areas and Places of Public Assembly).

Commentary This procedure shall be conducted and managed locally. FAMIS Work Order Tickets will not be generated.

There is no requirement for these tasks to be recorded.

This procedure does NOT require a test of operation to be conducted and can be carried out by non-technical staff as part of a daily routine.

These tasks are not required by BS 5266, however they are recommended by BS 9999 2008 and Best Practice guides. For instance:


“If managers of buildings can incorporate checking by security staff, or by local staff awareness training, serious accidents or worse could be avoided. Safety consultants have reported dealing with injuries on staircases and in basements where just such failures occurred among their clients. In these cases, large compensation payments were subsequently paid.”

The ‘Responsible Person – Emergency Lighting Operation’ and relevant local Building Manager shall be responsible for ensuring that these tasks are carried out. To assist in meeting these requirements, the following actions will be undertaken;

The UCL Fire Officer has agreed that these daily tasks will be included within the duties of all Fire Evacuation Marshalls, be included within Residential Warden training and included within any contracts for Cleaning Services.

UCL Safety Services shall include these checks within their H&S Induction Training.

These tasks should be included within the Student Accommodation General Regulations and Guidance Document and within the Online Induction process.

Daily Tasks

☐ Carry out a visual check to ensure that all ‘maintained’ lamps are working.

☐ Immediately report for rectification any deficiencies found.

(Short Duration / Function Test)

“All staff” carrying out Emergency Lighting PPM and testing must be familiar with the ‘BSI Guide to Emergency Lighting BIP 2081: 2012’. It is an expectation that PPM staff will have an understanding of Emergency Lighting design.

“All staff” shall comply with the UCL Asbestos Management Plan.

“All Contractor staff” shall comply with the UCL Safety Policy ‘Safety Rules for Contractors employed on UCL Premises’ and sign the document accordingly.

“All staff” shall be familiar with the UCL Emergency Lighting Standard Procedures Document.

Access Permits, Risk Assessments and Method Statements will be required where appropriate. All works within HV areas will require prior approval of an ‘Authorised Person (High Voltage Electrical’).

The relevant Building Log Book must be updated and copies of all Work Order Tickets & Emergency Lighting Test Asset Sheet (updated / amended / created where appropriate) filed within by the Maintainer (UCL Maintenance Staff or Contractor).

Where remedial work or replacement is required to any part of the emergency lighting system as a result of this PPM regime steps must be taken to ensure safety until the system is rectified and the building managers / occupiers consulted.

The tasks listed below “must” be completed within one month of the previously recorded tests and each box must be ticked when completed.
Tasks

☐ Scan the EQ Asset Number bar code label, typically located within the Premises Information Box. (This instruction is for future use).

☐ Identify all emergency luminaires and internally illuminated signs against the Fire Risk Assessment drawings and the Emergency Lighting Asset List (Amend / Create where appropriate).
  ☐ Check for any failed or ‘blackened end’ tubes.
  ☐ Check that the charging indicator (LED) is illuminated.
  ☐ Check for cleanliness, damage and whether luminaire is still suitable for the environment.
  ☐ Identify any diffusers that are badly discoloured and replace.

☐ Ensure that all maintained luminaires and internally illuminated signs are operating correctly.

☐ Carry out a short Function Test of each luminaire and internally illuminated exit sign. The test duration shall be sufficient to check the correct operation and illumination of the lamps. This should be for a minimum of 5 seconds, but “shall not” be longer than 10% of rated duration. (18 mins for 3hr batteries)

☐ Restore the normal supply and check that charging indicator (LED) is illuminated.

☐ Check escape routes for obstructions that may hinder escape during an emergency.
  (Immediately report negative findings to the Responsible Person & UCL Maintenance Staff Manager / Hall Manager / Satellite Manager in writing).

☐ Check escape routes and High Risk areas to determine whether architectural and furniture changes have rendered any part of the emergency lighting system ineffective, and that all locations requiring emergency lighting are adequately provided. (Immediately report negative findings to the Responsible Person & UCL Maintenance Staff Manager / Hall Manager / Satellite Manager in writing).

☐ Identify list of faults & remedial works and create a ‘Child’ Work Order Ticket for each Building.
  (In addition, Staff / Contractors within Student Residences and Satellites should also inform the Relevant Manager in writing and receive an instruction to proceed).

☐ Carry out repairs and remedial works. (New luminaires in new locations must be accompanied by a Commissioning Certificate and a Minor Works Certificate).

☐ Any additional or replacement luminaires or batteries shall be detailed in the Building Log Book and added to the record drawings and the Emergency Lighting Test Asset Sheet by the UCL Maintenance Staff / Contractor.

☐ Provide completed copies of all Work Orders Tickets (Child Work Order Tickets and Written instructions) and the Emergency Lighting Test Asset Sheet in Log Book and return the original to EM&I.
  Where multiple buildings are listed on a single Work Order Ticket, copies must be placed in each building’s Log Book.

☐ Update the ‘Periodic Inspection and Test Certificate’ within the Log Book.
  (Also electronically, if required).

The attached document shall be used in the first instance where there is no Log Book already in existence.

*(Full Duration Test – to be carried out when the building is unoccupied)*

The programme for these tasks must be agreed in advance with the Responsible Person – Emergency Lighting Operation and the local Building Manager responsible for the area. These tasks must be completed within twelve months of the previously recorded Annual, and within one month of the previous monthly tests.

If the full duration test cannot be carried out when the building will be unoccupied for the period of the test and for recharge of the batteries, then testing should be carried out during times of minimal risk and on alternative luminaires over a 24 hour period, or with the provision of temporary emergency lighting. Either of these methods must be agreed in advance with the Responsible Person and *UCL Maintenance Staff Line Manager / Hall Manager / Satellite Manager*.

“All staff” carrying out Emergency Lighting PPM and testing, must be familiar with the ‘BSI Guide to Emergency Lighting BIP 2081: 2012’. It is an expectation that PPM staff will have an understanding of Emergency Lighting design.

“All staff” shall comply with the UCL Asbestos Management Plan.

“All Contractor staff” shall comply with the UCL Safety Policy ‘Safety Rules for Contractors employed on UCL Premises’, and sign the document accordingly.

“All staff” shall be familiar with the UCL Emergency Lighting Standard Procedures Document.

Access Permits, Risk Assessments and Method Statements will be required where appropriate. All works within HV areas will require prior approval of an ‘Authorised Person (High Voltage Electrical)’.

The relevant Building Log Book must be updated and copies of all Work Order Tickets & Emergency Lighting Test Asset Sheet (updated / amended / created where appropriate) filed within by the Maintainer (UCL Maintenance Staff or Contractor).

Where remedial work or replacement is required to any part of the emergency lighting system as a result of this PPM regime, then steps must be taken to ensure safety until the system is rectified and the building managers / occupiers consulted.

These tasks “must” be completed within one month of the previously recorded tests.

Each box must be ticked when completed.
Tasks

☐ Scan the EQ Asset Number bar code label, typically located within the Premises Information Box. (This instruction is for future use).

☐ Identify all emergency luminaires and internally illuminated signs against the Fire Risk Assessment drawings and the Emergency Lighting Asset List (Amend / Create where appropriate)
  ☐ Check for any failed or ‘blackened end’ tubes.
  ☐ Check that the charging indicator (LED) is illuminated.
  ☐ Check for damage and whether luminaire is still suitable for the environment.
  ☐ Clean all luminaire and internally illuminated signs.
  ☐ Identify any diffusers that are badly discoloured and replace.

☐ Check electrical and mechanical fixings for security.
  ☐ Check Flexible cords for deterioration (as appropriate).
  ☐ Check tension of lamp holder springs (as appropriate).
  ☐ Check that all maintained luminaires and internally illuminated signs are operating correctly.
  ☐ Carry out a Full Duration Test of each luminaire and internally illuminated exit sign (See above notes).

☐ Restore the normal supply and check that charging indicator (LED) is illuminated.

☐ Check escape routes for obstructions that may hinder escape during an emergency
  (Immediately report negative findings the Responsible Person Responsible Person & UCL Maintenance Staff Manager / Hall Manager / Satellite Manager and in writing).

☐ Check escape routes to determine whether architectural and furniture changes have rendered any part of the emergency lighting system ineffective, and that all locations requiring emergency lighting are adequately provided. (Immediately report negative findings to the Responsible Person & UCL Maintenance Staff Manager / Hall Manager / Satellite Manager in writing).

☐ Identify list of faults & remedial works and create a ‘Child’ Work Order Ticket for each Building. (In addition, Staff / Contractors within Student Residences and Satellites should also inform the Relevant Manager in writing).

☐ Carry out repairs and remedial works. (New luminaires in new locations must be accompanied by a Commissioning Certificate and a Minor Works Certificate).

☐ Any additional or replacement luminaires or batteries shall be detailed in the Building Log Book and added to the record drawings and the Emergency Lighting Test Asset Sheet by the UCL Maintenance Staff / Contractor.

☐ Provide completed copies of all Work Orders (Tickets, Child Work Order Tickets, and Written instructions) and the Emergency Lighting Test Asset Sheet in the Log Book and return the original to EM&I. (Where multiple buildings are listed on a single Work Order Ticket, copies must be placed in each building’s Log Book).

☐ Update the ‘Periodic Inspection and Test Certificate’ within the Log Book. (Also electronically, if required).

The attached document shall be used in the first instance where there is no Log Book already in existence.

Introduction

This procedure only applies to Automatic Testing Systems.

This procedure shall be conducted and managed locally.

FAMIS Work Order Tickets will not be generated.

There is no requirement for these tasks to be recorded.

This procedure does NOT require a test of operation to be conducted and can be carried out by non-technical staff.

The ‘Responsible Person – Emergency Lighting Operation’ and local Building Manager shall be responsible for ensuring that these tasks are carried out within their area of control.

Weekly Tasks

☐ Carry out weekly ‘on-screen’ reviews of each ‘head-end’ Automatic Testing System to identify any substantial failures and ensure that the Communications Lines are live / intact.

☐ Check that any ‘System Fault’ or ‘Communications Fault’ recorded is given urgent attention, create and action a Work Order Ticket* for any significant failures, and record all corrective actions in the Emergency Lighting Log Book.

(*Staff / Contractors within Student Residences and Satellite Sites should also inform the Relevant Manager in writing and receive an instruction to proceed).

☐ Provide completed copies of all Work Order Ticket’s / Instructions in the Emergency Lighting Log Book and return the original to E,M&I.
Annex E – Automatic Testing Systems: Monthly (Short Duration / Function Test)

Auto Test Systems shall conduct monthly Functional Tests and the test duration shall be sufficient to check the illumination of the lamps, but shall not be longer than 10% (18mins) of rated duration.

“All staff” carrying out Emergency Lighting PPM and testing, must be familiar with the ‘BSI Guide to Emergency Lighting BIP 2081: 2012’. It is an expectation that PPM staff will have an understanding of Emergency Lighting design.

“All staff” shall comply with the UCL Asbestos Management Plan.

“All Contractor staff” shall comply with the UCL Safety Policy ‘Safety Rules for Contractors employed on UCL Premises’, and sign the document accordingly.

All staff shall be familiar with the UCL Emergency Lighting Standard Procedures Document.

Access Permits, Risk Assessments and Method Statements will be required where appropriate. All works within HV areas will require prior approval of an ‘Authorised Person (High Voltage Electrical)’.

The relevant Building Log Book must be updated and copies of all Work Order Tickets & Emergency Lighting Test Asset Sheet (updated / amended / created where appropriate) filed within by the Maintainer (UCL Maintenance Staff or Contractor).

Where remedial work or replacement is required to any part of the emergency lighting system as a result of this PPM regime, then steps must be taken to ensure safety until the system is rectified and the building managers / occupiers consulted.

These tasks must be completed within one month of the previously recorded tests. Each box must be ticked when completed.
Tasks

☐ Check all short duration function tests have been carried out by the Autotest System.
☐ Check all dates and times of planned Monthly and Annual tests are suitable for the Building’s Occupation (See BS EN 62034)
☐ Print and File the most recent Pass & Fail Results list within the Log Book (PDF Copies to be created and saved electronically) (If comms links have been lost, then this task must be done at the Panel, either by a download to a Laptop or manual written record be taken of all faults).
☐ Scan the EQ Asset Number bar code label (This instruction is for future use).
☐ Identify all emergency luminaires against the Fire Risk Assessment drawings and the Emergency Lighting Asset List (Amend / Create where appropriate).
☐ Replace ‘blackened end’ tubes.
☐ Check cleanliness, damage and whether luminaire is still suitable for the environment.
☐ Identify any diffusers that are badly discoloured and replace.
☐ Check escape routes and high risk areas to determine whether architectural and furniture changes have rendered any part of the emergency lighting system ineffective, and that all locations requiring emergency lighting are adequately provided. (Immediately report negative findings to the Responsible Person & UCL Maintenance Staff Manager / Hall Manager / Satellite Manager in writing).
☐ Check escape routes for obstructions that hinder escape during an emergency.  
   (Immediately report negative findings to the Responsible Person & UCL Maintenance Staff Manager / Hall Manager / Satellite Manager in writing).
☐ Identify list of faults & remedial works and create a ‘Child’ Work Order Ticket for each Building. 
   (In addition, Staff / Contractors within Student Residences and Satellites should also inform the Relevant Manager in writing and receive an instruction to proceed).
☐ Carry out repairs and remedial works.
   (New luminaires in new locations must be accompanied by a Commissioning Certificate and a Minor Works Certificate).
☐ Any additional or replacement luminaires shall be detailed in the Building Log Book and added to the record drawings and the Emergency Lighting Test Asset Sheet by the UCL Maintenance Staff / Contractor.
☐ Provide completed copies of all Work Orders (Tickets, Child Work Order Tickets and Written instructions) and the Emergency Lighting Test Asset Sheet in the Log Book and return the original to E,M&I.
☐ Update the ‘Periodic Inspection and Test Certificate’ within the Log Book. 
   (Also electronically, if required).

The attached document shall be used in the first instance where there is no Log Book already in existence.

Where multiple buildings are listed on a single Work Order Ticket, copies must be placed in each building’s Log Book.
Annex F – Automatic Testing Systems: Annual (Full Duration Test)

Automatic Test Systems shall conduct a full rated Duration Test, annually.

The programme for these tasks must be agreed in advance with the Responsible Person – Emergency Lighting Operation, and local Building Manager responsible for the area and then programmed into the Auto Test System by the Maintainer. These tasks must be completed within twelve months of the previously recorded Annual test, and within one month of the previous monthly test.

If the full duration test cannot be programmed for when the building will be unoccupied for the period of the test and for recharge of the batteries, then testing should be carried out during times of minimal risk and on alternative luminaires over a 24 hour period, or with the provision of temporary emergency lighting. Either of these methods must be agreed in advance with the Responsible Person and UCL Maintenance Staff Manager / Hall Manager / Satellite Manager.

The Responsible Person – Emergency Lighting Operation and the Maintainer (PPM Contractor, UCL Maintenance Staff) is to be fully aware of BS EN 62034: 2012, especially sections 5, 6 and 7, which should be incorporated in the PPM regime for these areas.

“All staff” carrying out Emergency Lighting PPM and Testing, must be familiar with the ‘BSI Guide to Emergency Lighting BIP 2081: 2012’. It is an expectation that PPM staff will have an understanding of Emergency Lighting design.

“All staff” shall comply with the UCL Asbestos Management Plan.

“All Contractor staff” shall comply with the UCL Safety Policy ‘Safety Rules for Contractors employed on UCL Premises’, and sign the document accordingly.

“All staff” shall be familiar with the UCL Emergency Lighting Standard Procedures Document.

Access Permits, Risk Assessments and Method Statements will be required where appropriate. All works within HV areas will require prior approval of an ‘Authorised Person (High Voltage Electrical)’.

The relevant Building Log Book must be updated and copies of all Work Order Tickets & Emergency Lighting Test Asset Sheet (updated / amended / created where appropriate) filed within by the Maintainer (UCL Maintenance Staff or Contractor).

Where remedial work or replacement is required to any part of the emergency lighting system as a result of this PPM regime steps must be taken to ensure safety until the system is rectified and the building managers / occupiers consulted.

These tasks must be completed within one month of the previously recorded tests.

Each box must be ticked when completed.
Tasks
☐ Carry out maintenance check/service of the Autotest panel (as per Manufacturer’s instructions).
   To include;
☐ Inspect physical condition of panel body, including at cable entry glands, modem and data point
   connections and confirm the panel LCD is clear and shows no abnormalities.
☐ Open the panel and check all batteries show no sign of distress.
☐ Visual check that the internal wire arrangements are secure, including mains & data loop wiring.
☐ Check the enclosure is clear of any unwanted items and there are no other areas of distress.
☐ Check full duration tests have been carried out by the Autotest System.
☐ Check all planned tests dates and times are suitable for the building’s Occupation (BS EN62034)
☐ Print and File the most recent Pass & Fail Results list within the Log Book (PDF Copies to be
   created & saved electronically) (If comms links have been lost, then this task must be done at
   the Panel, either by a download to a Laptop or manual written record be taken of all faults).
☐ Scan the EQ Asset Number bar code label. (This instruction is for future use).
☐ Identify all emergency luminaires and internal illuminated signs against the Fire Risk
   Assessment drawings and the Emergency Lighting Asset List (amend/create as appropriate).
   ☐ Replace ‘blackened end’ tubes.
☐ Check for damage and whether luminaire is still suitable for the environment.
☐ Clean all luminaires.
☐ Identify any diffusers that are badly discoloured and replace.
☐ Check electrical and mechanical fixings for security.
☐ Check Flexible cords for deterioration (as appropriate).
☐ Check tension of lamp holder springs (as appropriate).
☐ Check bulkhead type outside lights are correctly earthed (as appropriate).
☐ Check escape and High Risk areas ensure architectural and furniture changes have not
   rendered any part of the emergency lighting system ineffective and all locations requiring
   emergency lighting are adequately provided. (Immediately report in writing negative findings to
   Responsible Person & UCL Maintenance Staff Manager / Hall Manager / Satellite Manager.
☐ Check escape route for obstructions that would hinder escape during an emergency.
   (Immediately report negative findings to E,M&I / Hall Manager / Satellite Manager and in writing).
☐ Identify list of faults & remedial works and create a ‘Child’ Work Order Ticket for each Building.
   (In addition, Staff / Contractors within Student Residences and Satellites should also inform the
   Relevant Manager).
☐ Carry out repairs and remedial works. (New luminaires in new locations must be accompanied
   by a Commissioning Certificate and a Minor Works Certificate).
☐ Any additional or replacement luminaires shall be detailed in the Building Log Book and added to
   the record drawings and the Emergency Lighting Test Asset Sheet by the UCL Maintenance
   Staff / contractor.
☐ Provide completed copies of all Work Order Ticket’s and the Emergency Lighting Test Asset
   Sheet in the Log Book and return the original to E.M&I. (Where multiple buildings are listed on a single Work Order Ticket, copies must be placed in
   each building’s Log Book).
☐ Update the ‘Periodic Inspection and Test Certificate’ within the Log Book (and electronically if
   required).

The attached document shall be used in the first instance where there is no Log Book already in
existence.
Annex G – Central Battery and Static Inverter Systems: Daily (Visual Checks)

All staff carrying out Emergency Lighting PPM and Testing, must be familiar with the ‘BSI Guide to Emergency Lighting BIP 2081: 2012’. It is an expectation that PPM staff will have an understanding of Emergency Lighting design.

All staff shall comply with the UCL Asbestos Management Plan.

All Contractor staff shall comply with the UCL Safety Policy ‘Safety Rules for Contractors employed on UCL Premises’, and sign the document accordingly.

All staff shall be familiar with the UCL Emergency Lighting Standard Procedures Document.

Access Permits, Risk Assessments and Method Statements will be required where appropriate. All works within HV areas will require prior approval of an ‘Authorised Person (High Voltage Electrical)’.

The relevant Building Log Book must be updated and copies of all Work Order Tickets filed within by the Maintainer (UCL Maintenance Staff or Contractor).

Where remedial work or replacement is required to any part of the emergency lighting system as a result of this PPM regime, then steps must be taken to ensure safety until the system is rectified and the building managers / occupiers consulted.

These tasks only apply to Central Battery and Static Inverter Systems that do not incorporate an Auto Test Systems and Remote Monitoring Alarm. Visual checks do NOT require a test of the batteries or operation.

Each box must be ticked when completed.
Tasks (Week beginning Monday __________________ )

Monday
☐ Carry out a visual check all Central Battery Indictor Lamps.
(Note – This does NOT require a test of operation)
☐ Check that any system fault recorded is given urgent attention and record all corrective actions in the log book.

Tuesday
☐ Carry out a visual check all Central Battery Indictor Lamps.
☐ Check that any system fault recorded is given urgent attention and record all corrective actions in the log book.

Wednesday
☐ Carry out a visual check all Central Battery Indictor Lamps.
☐ Check that any system fault recorded is given urgent attention and record all corrective actions in the log book.

Thursday
☐ Carry out a visual check all Central Battery Indictor Lamps.
☐ Check that any system fault recorded is given urgent attention and record all corrective actions in the log book.

Friday
☐ Carry out a visual check all Central Battery Indictor Lamps.
☐ Check that any system fault recorded is given urgent attention and record all corrective actions in the log book.

Saturday (If Occupied)
☐ Carry out a visual check all Central Battery Indictor Lamps.
☐ Check that any system fault recorded is given urgent attention and record all corrective actions in the log book.

Sunday (If Occupied)
☐ Carry out a visual check all Central Battery Indictor Lamps.
☐ Check that any system fault recorded is given urgent attention and record all corrective actions in the log book.
☐ Provide completed copies of this Work Order in Log Book and return the original to EM&I
Annex H – Central Battery and Static Inverter Systems:
Monthly (Short Duration Function Test)

All staff carrying out Emergency Lighting PPM and Testing, must be familiar with the ‘BSI Guide to Emergency Lighting BIP 2081: 2012’. It is an expectation that PPM staff will have an understanding of Emergency Lighting design.

All staff shall comply with the UCL Asbestos Management Plan.

All Contractor staff shall comply with the UCL Safety Policy ‘Safety Rules for Contractors employed on UCL Premises’, and sign the document accordingly.

All staff shall be familiar with the UCL Emergency Lighting Standard Procedures Document.

Access Permits, Risk Assessments and Method Statements will be required where appropriate. All works within HV areas will require prior approval of an ‘Authorised Person (High Voltage Electrical)’.

The relevant Building Log Book must be updated and copies of all Work Order Tickets & Emergency Lighting Test Asset Sheet (updated / amended / created where appropriate) filed within by the Maintainer (UCL Maintenance Staff or Contractor).

Where remedial work or replacement is required to any part of the emergency lighting system as a result of this PPM regime, then steps must be taken to ensure safety until the system is rectified and the building managers / occupiers consulted.

These tasks must be completed within one month of the previously recorded tests.

Each box must be ticked when completed.

Tasks
☐ Check any automatic function tests have been carried out by the system (if applicable).
☐ Check all dates and times of any programmed automatic Monthly and Annual tests are suitable for the Buildings Occupation (if applicable). See BS EN 62034.
☐ Print and File the most recent Pass & Fail Results list within the Log Book – If applicable (PDF Copies to be created and saved electronically) (If comms links have been lost, then this task must be done at the Panel either by a download to a Laptop or manual written record be taken of all faults)

Central Batteries Checks
☐ Scan the EQ Asset Number bar code label (This instruction is for future use).
☐ In all cases, the manufacturer’s instructions for maintenance should be followed, in addition to the below requirements.
☐ Ensure that the tops of batteries and their terminals are unobstructed.
☐ Clean and re grease the battery terminals, ensuring connections are retightened correctly.
☐ Check that the charging is within operational limits.
☐ Ensure that the Voltage output is correct.
☐ Check each battery block Voltage to ensure that no cells have become short-circuited.
☐ Ensure that the cells are balanced in output voltage.
☐ Check the output circuit(s) to ensure the load has not increased beyond the design capacity.
☐ Ensure that battery cases are not leaking.
☐ Ensure the electrolyte is at the correct level and the specific gravity of the cells is at the correct level as recommended by the manufacturer (if applicable).
☐ Any replacement battery should be compatible with the battery charger.
☐ Any replacement cell should be compatible with the battery.
☐ Any replacement battery charger should be compatible with the battery.
☐ Automotive batteries should not be used as replacement batteries.
☐ Record any replacements within the Log Book and the Work Order Ticket.

Emergency Lighting Checks
☐ Ensure that maintained luminaires are operating correctly.
☐ Carry out a short Function Test of the batteries. The test duration shall be sufficient to check the illumination of the lamps but shall be no longer than 10% of rated duration. (18mins for 3hr batteries).
☐ Identify all emergency luminaires and internally illuminated signs against the Fire Risk Assessment drawings and the Emergency Lighting Asset List (Amend / Create where appropriate).
☐ Replace ‘blackened end’ tubes.
☐ Check cleanliness, damage and whether luminaire is still suitable for the environment.
☐ Identify any diffusers that are badly discoloured and replace.
☐ Restore the normal supply and check any indicator lamp or device to ensure that it is showing that normal supply has been restored. The charging arrangements should be checked for correct functioning.
☐ Check escape route for obstructions that may hinder escape during an emergency. (Immediately report negative findings to the Responsible Person & UCL Maintenance Staff Manager / Hall Manager / Satellite Manager in writing.
☐ Check escape route to determine whether architectural and furniture changes have rendered any part of the emergency lighting system ineffective, and that all locations requiring emergency lighting are adequately provided. (Immediately report negative findings to the Responsible Person & UCL Maintenance Staff Manager / Hall Manager / Satellite Manager in writing.
☐ Identify list of faults & remedial works and create a ‘Child’ Work Order Ticket for each Building. (In addition, Staff / Contractors within Student Residences and Satellites should also inform the Relevant Manager).
☐ Carry out repairs and remedial works. (New luminaires in new locations must be accompanied by a Commissioning Certificate and a Minor Works Certificate).
☐ Any additional or replacement luminaires or batteries shall be detailed in the Building Log Book and added to the record drawings and the Emergency Lighting Test Asset Sheet by the UCL Maintenance Staff Maintainer / contractor.
☐ Provide completed copies of all Work Orders (Tickets’ Child Work Order Tickets and Written instructions) and the Emergency Lighting Test Asset Sheet in the Log Book and return the original to EM&I (where multiple buildings are listed on a single Work Order Ticket copies must be placed in each building’s Log Book).
☐ Update the ‘Periodic Inspection and Test Certificate’ within the Log Book (Also Electronically, if required).

The attached document shall be used in the first instance where there is no Log Book already in existence.
Annex I – Central Battery and Static Inverter Systems: Annually *(Full Duration Test)*

(Full Rated Duration Test – to be carried out when building is unoccupied).

The programme for these tasks must be agreed in advance with the ‘Responsible Person – Emergency Lighting Operation and the responsible for the area *(UCL Maintenance Staff Manager / Hall Manager / Satellite Manager)*. These tasks must be completed within twelve months of the previously recorded Annual Test*, and within one month of the previous monthly tests.

If the full duration test cannot be carried out when the building will be unoccupied for the period of the test and for recharge of the batteries, then testing should be carried out during times of minimal risk and on alternative luminaires over a 24 hour period, or with the provision of temporary emergency lighting. Either of these methods must be agreed in advance with the Responsible Person – Emergency Lighting Operation, and local Building Manager.

Where an Autotest Facility is provided as part of the system, the Responsible Person – Emergency Lighting Operation and the Maintainer (PPM Contractor, UCL Maintenance Staff) is to be fully aware of BS EN 62034: 2012, especially sections 5, 6 and 7, which should be incorporated in the PPM regime for these areas.

All staff carrying out Emergency Lighting PPM and Testing, must be familiar with the ‘BSI Guide to Emergency Lighting BIP 2081: 2012’. It is an expectation that PPM staff will have an understanding of Emergency Lighting design.

All staff shall comply with the UCL Asbestos Management Plan.

All Contractor staff shall comply with the UCL Safety Policy ‘Safety Rules for Contractors employed on UCL Premises’, and sign the document accordingly.

All staff shall be familiar with the UCL Emergency Lighting Standard Procedures Document.

Access Permits, Risk Assessments and Method Statements will be required where appropriate. All works within HV areas will require prior approval of an ‘Authorised Person (High Voltage Electrical)’.

The relevant Building Log Book must be updated and copies of all Work Order Tickets & Emergency Lighting Test Asset Sheet (updated / amended / created where appropriate) filed within by the Maintainer (UCL Maintenance Staff or Contractor).

Where remedial work or replacement is required to any part of the emergency lighting system as a result of this PPM regime, then steps must be taken to ensure safety until the system is rectified and the building managers / occupiers consulted.

These tasks must be completed within one month of the previously recorded tests.

Each box must be ticked when completed.
Tasks
☐ Check any automatic function tests have been carried out by the system (if applicable).
☐ Check all dates and times of any programmed automatic Monthly and Annual tests are suitable for the Buildings Occupation (if applicable). See BS EN 62034.
☐ Print and File the most recent Pass & Fail Results list within the Log Book - if applicable (PDF Copies to be created and saved electronically)
   (If commas links have been lost, then this task must be done at the Panel, either by a download to a Laptop or manual written record be taken of all faults).

Central Batteries Checks
In all cases, the manufacturer's instructions for maintenance should be followed, in addition to the below requirements.

☐ Scan the EQ Asset Number bar code label. (This instruction is for future use).
☐ Carry out maintenance check / service of the Central Battery Panel (as per Manufacturer’s instructions).
☐ Ensure that the tops of batteries and their terminals are unobstructed.
☐ Clean and re grease the battery terminals, ensuring connections are retightened correctly.
☐ Ensure that the Voltage output is correct.
☐ Ensure that the cells are balanced in output voltage.
☐ Ensure that battery cases are not leaking.
☐ Ensure that the electrolyte is at the correct level, and that the specific gravity of the cells is at the correct level as recommended by the manufacturer (if applicable).
☐ Any replacement battery should be compatible with the battery charger. Automotive batteries should not be used as replacement batteries.
☐ Any replacement cell should be compatible with the battery.
☐ Any replacement battery charger should be compatible with the battery.
☐ Record any replacements within the Log Book and the Work Order Ticket.

Emergency Lighting Checks
☐ Ensure that maintained luminaires are operating correctly.
☐ Where an Auto test System is not installed, Carry out a Full Duration Test of the batteries (See notes above).
☐ Identify all emergency luminaires and internally illuminated signs against the Fire Risk Assessment drawings and the Emergency Lighting Asset List (Amend / Create where appropriate).
☐ Replace ‘blackened end’ tubes.
☐ Check for damage and whether luminaire is still suitable for the environment.
☐ Clean all luminaires and internally illuminated signs.
☐ Identify any diffusers that are badly discoloured and replace.
☐ Check electrical and mechanical fixings for security.
☐ Check Flexible cords for deterioration (as appropriate).
☐ Check tension of lamp holder springs (as appropriate).
☐ Check bulkhead type outside lights are correctly earthed (as appropriate).
☐ Restore the normal supply and check any indicator lamp or device to ensure that it is showing that normal supply has been restored. The charging arrangements should be checked for correct functioning.
☐ Check escape routes and High Risk areas to determine whether architectural and furniture changes have rendered any part of the emergency lighting system ineffective, and that all locations requiring emergency lighting are adequately provided. (Immediately report negative findings to the Responsible Person & UCL Maintenance Staff Manager / Hall Manager / Satellite Manager in writing.

☐ Check escape route for obstructions that hinder escape during an emergency.  
(Immediately report negative findings to the Responsible Person & UCL Maintenance Staff Manager / Hall Manager / Satellite Manager in writing.

☐ Identify list of faults & remedial works and create a ‘Child’ Work Order Ticket for each Building.  
(In addition, Staff / Contractors within Student Residences and Satellites should also inform the Relevant Manager in writing).

☐ Carry out repairs and remedial works. (New luminaires in new locations must be accompanied by a Commissioning Certificate and a Minor Works Certificate).

☐ Any additional or replacement luminaires or batteries shall be detailed in the Building Log Book and added to the record drawings and the Emergency Lighting Test Asset Sheet by the UCL Maintenance Staff / contractor.

☐ Provide completed copies of all Work Orders (Tickets’ Child Work Order Tickets, and Written instructions) Order Tickets and the Emergency Lighting Test Asset Sheet in the Log Book and return the original to EM&I. (Where multiple buildings are listed on a single Work Order Ticket, copies must be placed in each building’s Log Book).

☐ Update the ‘Periodic Inspection and Test Certificate’ within the Log Book. (Also electronically, if required).

The attached document shall be used in the first instance where there is no Log Book already in existence.
ANNEX J – PERIODIC INSPECTION AND TEST CERTIFICATE: BS 5266 – 1: 2011

The following pages include an example of the Periodic Inspection and Test Certificate, which has been based upon the Model example contained within BS 5266 – 1.

This document shall be completed and kept in the Emergency Lighting Log Book for each building.

UCL Maintenance Staff and Contractors shall ensure that they are utilising the current version of this certificate, where appropriate.

Original blank copies are available from UCL EM&I.
Emergency Lighting
Periodic Inspection and Test Certificate

Master to be held locally within Log Book, and to be Updated Electronically

Emergency Lighting Inspection and Test Certificate
For systems designed to BS 5266-1 and BS EN 50172/BS 5266-8
Refer to UCL Emergency Lighting Task Lists and Specific Work Order Tickets

**WARNING** Full duration tests involve discharging the batteries, so the emergency lighting system will not be fully functional until the batteries have had time to recharge. For this reason, always carry out testing at times of minimal risk, or only test alternate luminaires at any one time.

System Manufacturer
Contact phone number

System Installer
Contact phone number

Competent Engineer (responsible for verification & annual tests) ext.

UGC Number, FAMIS EQ Number, Building Name & Address

<table>
<thead>
<tr>
<th>Responsible Person</th>
<th>Date the system was commissioned</th>
</tr>
</thead>
</table>

Details of system mode of operation
Non-maintained
Non-maintained luminaires, maintained signs
Maintained
Other

Duration of system
........... Hours

Is automatic test system fitted?
Yes (Area Covered)
No

Details of additions or modifications to the system or the premises since original installation
(Contact the University Fire Officer - Amendment to be made to Fire Risk Assessment drawings)

Addition or Modification & Date

Action to be taken on finding a failure
- Contact the Help Desk / Hall Manager / Satellite Manager and create a Child Work Order Ticket. If necessary, contact the Responsible Person for advice. Carry out the repairs and complete the Emergency Lighting Fault Action Record at the rear of this document.
- A risk assessment of the failure should be conducted; this should evaluate the people who will be at increased risk and the level of that risk. Based on this data and, if necessary, advice from the University Fire Officer & Responsible Person, the appropriate action should be taken.
- Action may be: To warn occupants to be extra vigilant until the system is rectified. To provide free standing, battery operated, portable luminaires, with photocells. To initiate extra safety patrols. To use torches as a temporary measure. In a high risk situation, to limit use of all or part of the building.

NOTE Test programs for identifying early failures can reduce the chances of failure of two adjacent luminaires at the same time.
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<th>Date of test</th>
<th>Test type</th>
<th>Result – Test Passed</th>
<th>No action needed</th>
<th>Result – Test Failed</th>
<th>Need for repair of system notified</th>
<th>Need for safeguarding of premises notified</th>
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*Attach Additional Sheets as Required.*
## Emergency Lighting Fault Action Record

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<tr>
<th>Contact References</th>
<th>Contact name</th>
<th>Phone number</th>
<th>Comments</th>
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<tbody>
<tr>
<td>Equipment supplier</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>UCL Service Centre or Residential Hall Manager</td>
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<td>Delete as appropriate</td>
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<tr>
<td>Competent Engineer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Responsible Person</td>
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</table>

<table>
<thead>
<tr>
<th>Date of failure</th>
<th>Action taken to safeguard the premises (Details and signature)</th>
<th>Action taken to rectify the system (Details and signature)</th>
<th>Date system repaired</th>
</tr>
</thead>
<tbody>
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</table>

Attach Additional Sheets as Required.
## Annex K – Emergency Lighting Asset List

<table>
<thead>
<tr>
<th>DATE</th>
<th>Floor / Level</th>
<th>LOCATION</th>
<th>No</th>
<th>TEST LENGTH</th>
<th>FAULT</th>
<th>PASS</th>
<th>FITTING TYPE</th>
<th>SIGNATURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example</td>
<td>Basement</td>
<td>B09</td>
<td>1</td>
<td>3H</td>
<td>Failed Lamp</td>
<td>No</td>
<td>Square Bulkhead</td>
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<tr>
<td>Example</td>
<td>Basement</td>
<td>Lift Lobby (by exit door)</td>
<td>2</td>
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<td></td>
<td></td>
<td>6ft FLU</td>
<td></td>
</tr>
<tr>
<td>Example</td>
<td>Basement</td>
<td>Lift Lobby (by lift)</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td>Round Bulkhead</td>
<td></td>
</tr>
</tbody>
</table>

Uncontrolled when printed